

CITY OF CODY
PLANNING, ZONING AND ADJUSTMENT BOARD
TUESDAY, MARCH 27, 2012
CITY HALL COUNCIL CHAMBERS @ 12:00 NOON

AGENDA

1. Call to Order by Chairperson Kim Borer
2. Roll Call, excused members
3. Pledge of Allegiance
4. Approval of Agenda
5. Approval of Minutes for the March 13, 2012 - Regular Meeting
6. NEW BUSINESS:
 - A. Nonconforming Expansion Review —Ryan and Elizabeth Fernandez residence, 1019 Rumsey Avenue
 - B. Architectural Review — Mobile home at The Lockhart Inn, 109 West Yellowstone Avenue
 - C. Major Subdivision Conceptual Plat Review —A 16-lot proposal by Glenn and Nina Ross, Cooper Lane and Road 2DA
 - D. Site Plan Review—Wyoming Steel Services, Inc, a scrap-metal recycling business on Road 2AB
7. TABLED ITEMS:
 - A. Proposed Sign Code Amendment —Freestanding signs (Staff)
8. P&Z Board Matters (announcements, comments, etc.)
9. Council Update: Steve Miller
10. Staff Update
 - Nonconforming amendments
 - Spring WYOPASS Conference
11. Adjourn

The public is invited to attend all Planning, Zoning and Adjustment Board meetings. If you need special accommodations to participate in the meeting, please call the City office at (307) 527-7511 at least 24 hours in advance of the meeting.

City of Cody
Planning, Zoning and Adjustment Board
Tuesday, March 13, 2012

A regular meeting of the Cody Planning, Zoning and Adjustment Board was held in Council Chambers of City Hall in Cody, Wyoming on Tuesday, March 13, 2012 at 12:00 PM

Present: Rick Brasher, Vice Chairperson; Jacob Ivanoff; Justin Lundvall; Kim Borer, Chairperson; Bud McDonald; Mark Musser; Bob Senitte; Steve Miller, Council Liaison; Sandra Kitchen, Deputy City Attorney; Todd Stowell, City Planner; Nancy Tia Brown, Mayor; Jennifer Rosencranse, City Administrator; Jolene Osborne, Engineering Administrative Assistant;

Absent:

Chairperson Kim Borer called the meeting to order at 12:01 PM, followed by the pledge of allegiance.

Bud McDonald made a motion seconded by Rick Brasher to approve the Agenda. Vote was unanimous.

Bud McDonald made a motion seconded by Justin Lundvall to approve the minutes of the February 28, 2012 regular meeting. Vote on the motion was unanimous, motion carried.

Ed Higbie, Jr. spoke regarding his plan to construct a retail building at 2625 Sheridan Ave. He stressed the additions to the drainage and landscape plans since his previous application.

Todd Stowell presented the staff report explaining that as part of the plan review, the board is also specifically reviewing the electronic message board. He reviewed parking, landscape and drainage additions that have been modified since the applicant's last submittal. The current site plan application does not include a liquor store.

Bud McDonald made a motion seconded by Jacob Ivanoff to approve the site plan review application submitted by Ed Higbie, Jr. for property located at 2625 Sheridan Avenue with the following conditions:

1. The installation of the storm water system will need to be inspected and certified by the engineer, in writing, that it was built as designed.
2. The sign must be constructed and maintained in compliance with the requirements for electronic message boards, as found in 10-15-3(B)(10) of the City Code. Compliance with the maximum brightness and automatic dimming standards will need to be demonstrated prior to occupancy of the building and use of the sign.
3. The interior layout and use of the building may be limited by the amount of parking provided, which will be reviewed at the time of building permit application. If parking beyond that provided is required for a use, Planning and Zoning Board review would be required.
4. The project must otherwise comply with the submitted site plan and applicable building, fire, and electrical codes. A building permit application is required.

Vote on the motion was unanimous, motion carried.

Todd Stowell spoke regarding the sign plan application for 1402 8th Street for Sierra Trading Post. He presented the staff report and explained that the proposed message board meets the requirements as described in 10-15 of the City Code.

Mark Musser made a motion seconded by Rick Brasher to approve the sign application submitted by Epcon Signs for Sierra Trading Post located at 1402 8th Street with the following conditions:

1. The sign must be constructed and maintained in compliance with the requirements for electronic message boards, as found in 10-15-3(B)(10) of the City Code. Compliance with the maximum brightness and automatic dimming standards will need to be demonstrated prior to operational use of the sign.
2. The sign shall not overhang the state right-of-way, unless a permit to do so is first obtained from WYDOT. Verification of the exact location of the property line will be needed, which may require a survey.
3. The project must otherwise comply with the submitted site plan and applicable building, fire, and electrical codes. A building permit application is required.

Vote on the motion was unanimous, motion carried.

Roy Holm spoke regarding his plan to construct a hay barn at 3713 Sheridan Avenue and provided the board with the background of the project.

Jacob Ivanoff made a motion seconded by Justin Lundvall to request the applicant proceed with the special exemption process with the board reviewing the site plan at that time. Vote on the motion was unanimous, motion carried.

Todd Stowell presented a proposal to amend the zoning code to clarify when duplexes and multi-family development can be allowed in the Residential A zone. He stated that the City of Cody Development Manual clarifies the intent of the Municipal Code. Steve Miller suggested the council review all proposals addressing the duplexes, multi-family and nonconforming use issues at one time. After discussion, this topic would be packaged with the preschool/daycare proposal, while the sign and nonconforming amendments would be done in a later group.

Rick Brasher made a motion seconded by Bud McDonald to recommend to council the proposed ordinance change amending the zoning code in regard to duplexes and multi-family development in the Residential A Zone. Kim Borer opposed the motion. Rick Brasher, Jacob Ivanoff, Justin Lundvall, Bud McDonald, Mark Musser and Bob Senitte approved the motion. Motion carried.

Todd Stowell requested the board consider adding preschools and daycare facilities in churches and schools as permitted uses in the Residential A zone.

Rick Brasher made a motion seconded by Bud McDonald to recommend to council the proposed ordinance change to consider adding preschools and daycare facilities in churches and schools as permitted uses in residential zones. Bob Senitte abstained from the vote. Rick Brasher, Jacob Ivanoff, Justin Lundvall, Kim Borer, Bud McDonald and Mark Musser approved. Motion carried.

Todd Stowell presented a proposal to amend the sign tables to remove conflicts and confusion.

Bud McDonald made a motion seconded by Rick Brasher to table the proposed sign code changes. Vote on the motion was unanimous, motion carried.

Kim Borer presented the information from the streetscape committee meeting. The architecture team was in Cody a few weeks ago to discuss the wayfinding and signage. The last opportunity for public input will be April 2, 2012. The board and the public are invited to participate.

Council Update: None.

Meeting adjourned at 1:03 PM.

Jolene Y. Osborne
Engineering Administrative Assistant

DRAFT

**CITY OF CODY
PLANNING, ZONING AND ADJUSTMENT BOARD
STAFF REPORT**

MEETING DATE:	MARCH 27, 2012	TYPE OF ACTION NEEDED	
AGENDA ITEM:		P&Z BOARD APPROVAL:	X
SUBJECT:	NONCONFORMING EXPANSION REQUEST, FERNANDEZ REMODEL SUP 2012-03	RECOMMENDATION TO COUNCIL:	
PREPARED BY:	TODD STOWELL, CITY PLANNER	DISCUSSION ONLY:	

PROJECT DESCRIPTION:

Tennen Studio and TC Custom Building (Applicants) have submitted a nonconforming expansion request to the Planning, Zoning and Adjustment Board. The subject property at 1019 East Rumsey Avenue contains an existing 3,600 square foot single-family dwelling and is zoned Residential "AA".

The applicants propose an extensive remodel and addition to the residence, as depicted on the enclosed site and demolition plans. Because the existing building does not meet the five-foot setback requirement from the side (west) property line or the 25-foot front setback from Rumsey Avenue, it is a nonconforming building. Pursuant to Cody City Code 10-13-1, "Any nonconforming buildings in existence as of the date of this title may be kept in proper repair, but no additions or structural changes shall be permitted, except with the approval of the planning and zoning commission".

The home was originally built in 1920, which predates the zoning ordinance and setback requirements, which means the location of the building is legally nonconforming. The existing residence is as close as 4' 7" to the side (west) property line, and 19' 2" to the front property line. The proposed additions will meet the setback requirements of the zoning ordinance (5' side and 25' front). The current encroachments into the building setback will not be corrected, as they involve the main exterior walls of the residence.

The other development standards of the "AA" zoning district are met, including lot coverage of less than 50%, building height of less than 28 feet, and minimum lot area.

Photos of the property line/fence line location and of the residence are on the following page.



Side property line—survey stake in center of photo.

STAFF COMMENTS:

The zoning ordinance does not include specific criteria for reviewing expansions of nonconforming buildings, so only the purposes of promoting health, safety, morals, and general welfare, as found in the purpose statement of the zoning ordinance, are available for guidance.

Due to the minimal amount of existing encroachment on the side and front setbacks, the current building location is not in violation of applicable building code/fire code setbacks. Furthermore, the additions/improvements comply with zoning setbacks, as well as building code/fire code setbacks. No significant safety concerns appear to exist.

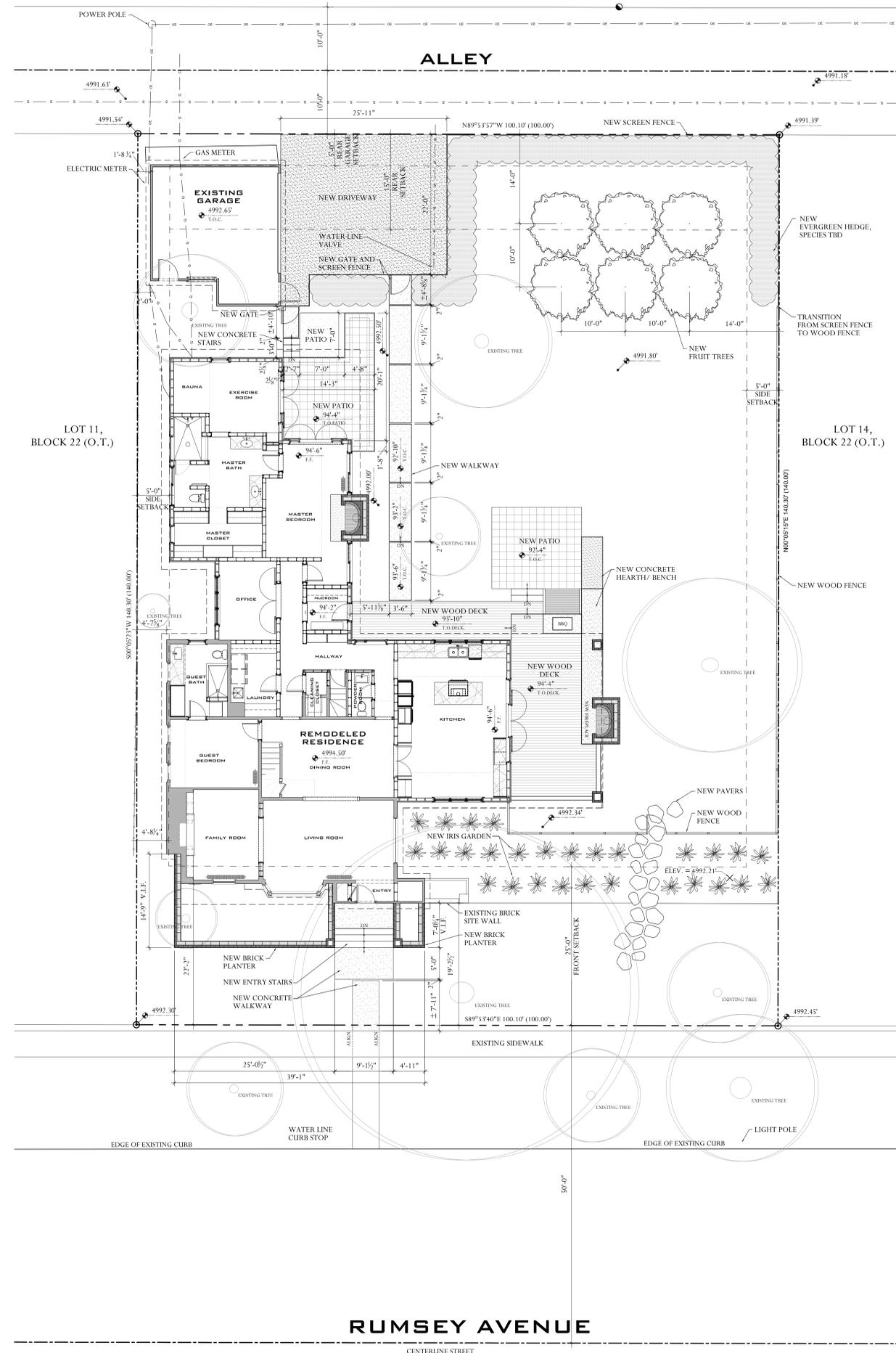
The options before the Board are apparently to approve or deny the opportunity to expand the residence. Unless the Board identifies an issue that staff has not seen, there does not appear to be any significant public purpose that would warrant denying the request to expand the residence as requested.

ATTACHMENTS:

Demolition plan and Site plan.

RECOMMENDATION:

Staff recommends approval of the request to expand the nonconforming residence at 1019 Rumsey Avenue, as presented.



LEGEND

- EXISTING FENCE
- NEW WOOD FENCE
- NEW SCREEN FENCE
- EXISTING FRAMED WALL
- NEW MASONRY WALL W/ BRICK VENEER
- NEW 2x6 WOOD EXTERIOR FRAMED WALL
- NEW METAL INTERIOR FRAMED WALL
- SANITARY SEWER LINE
- WATER LINE
- NATURAL GAS LINE
- OVERHEAD UTILITY LINE
- DATA LINE
- NEW FRUIT TREE
- EXISTING TREE TO REMAIN

NO.	ISSUES/REVISIONS	DATE



PROJECT **FERNANDEZ RESIDENCE**
 1019 EAST RUMSEY AVENUE
 CODY, WYOMING, 82414

DATE 20 FEBRUARY 2012

SCALE 1/8"=1'-0"

SITE PLAN

SHEET

SPA1.0

All drawings and written material appearing herein constitute original and unpublished work of the Designer and may not be duplicated, used or disclosed without consent of Designer.

**CITY OF CODY
PLANNING, ZONING AND ADJUSTMENT BOARD
STAFF REPORT**

MEETING DATE:	MARCH 27, 2012	TYPE OF ACTION NEEDED	
AGENDA ITEM:		P&Z BOARD APPROVAL:	X
SUBJECT:	ARCHITECTURE AND LANDSCAPING REVIEW, MOBILE HOME AT LOCKHART INN SPR 2012-11	RECOMMENDATION TO COUNCIL:	
PREPARED BY:	TODD STOWELL, CITY PLANNER	DISCUSSION ONLY:	

PROJECT DESCRIPTION:

Cindy Baldwin, as owner of the Lockhart Inn at 109 W Yellowstone, has submitted an Architecture and Landscape Plan Application in order to install a 14-foot by 60-foot mobile home on the Lockhart Inn property. The mobile home is an early 1990's model, with lap-style siding, currently painted blue with white trim. The mobile home has a pitched roof. A mobile home was previously on the property, but was removed at least 1 ½ years ago. The applicant would like to place the mobile home in the same location, which is west of the Inn, so as to utilize existing utility connections. The mobile home would serve as the owner's residence.

STAFF COMMENTS:

A mobile home can only be permitted in the D-3 zone when it is not utilized for commercial purposes. Staff interprets commercial purposes to refer to both commercial use (business) and rental (mobile home park) purposes. In this case, the mobile home would serve as the residence of the owner, which is not a commercial purpose.

Refer to the enclosed documents and following photos of the property and area.

Front of Inn Property, with fence:



West Property line:



Proposed Location, looking North:



Looking South:



Mobile home on lot to east (NE corner):



The D-3 zone does not have any setback requirements; however, placement of the mobile home is subject to building and fire code setbacks that may preclude placement of the mobile home in the exact position desired. As an option, the fence in front of the property could be moved forward, allowing more room for placement of the mobile home. In either case it would be largely hidden from view, except for the upper peak of the roof.

A specific landscaping plan is not proposed, however, the owner intends to make improvements to the landscaping of the inn and yard area.

ATTACHMENTS:

Application and aerial photo of site.

RECOMMENDATION:

If the Board finds that the mobile home is architecturally compatible with the area, placement meets the requirements of the zoning code, and landscaping is adequate, the application should be approved.



**PLANNING, ZONING AND ADJUSTMENT BOARD
COMMERCIAL SITE DEVELOPMENT APPLICATION
FOR LANDSCAPING, ARCHITECTURAL & SIGN PLANS**

STAFF USE
File: SPR12-11
P&Z Invoice: 6071-1

Applicant's Name: Cindy Rasmussen Business Name: LOCKEART
 Applicant's Address: 109 W Yellowstone Ave City: Cody State: WY Zip: 82401
 Phone: 5778888 Cell: None Fax: 5776074 Email: Cindy.Rasmussen@lockeart.com
 Property Owner's Name: Cindy Rasmussen
 Property Owner's Address: 109 W Yellowstone Ave City: Cody State: WY Zip: 82401
 Project Address: 109 W Yellowstone Ave Zone: Commercial
 Legal Description: Subtract
 Description of Proposal and Proposed Use of Project: Replacement of window with newer model
 Estimated Construction Start Date: Immediately
 Representative Attending P&Z Meeting: Cindy Rasmussen

Signature of Property Owner: [Signature] _____
Signature Date

The Planning, Zoning and Adjustment Board meets the 2nd and 4th Tuesday at 12:00 noon at the City Hall Council Chamber.

Twelve (12) copies of the application, plans, and any other information folded into 8-1/2" x 11" size AND A digital file containing PDFs of each document must be submitted to Planning Department by 4:00 PM. Please see submittal Date and Fee schedule Included in this document.

The **Architectural & Landscape plan** should be incorporated into the Site Development Plan required for a building permit. It must be dimensioned to scale.

1. Please include all of the following Architectural components:

- Provide elevation views of each building face to illustrate scale, materials, color and roof lines including dimensions.
- Indicate lot lines, setbacks, easements and rights of way. Include a vicinity map with vicinity information describing surrounding land use, structures and zoning.
- Show parking layout (pavement limits, curb and gutter), pedestrian circulation and onsite parking with ADA compliance. Include information to support number of parking spaces provided and how it satisfies the city code requirement.
- Identify fencing on site (location, height, materials).
- Identify the site access points with dimensions.
- Depict the general site lighting techniques (please provide location, size, type of lighting, and cut sheets)
- Show the general grading and drainage scheme. Identify the location of drainage facilities and drainage basins. **Drainage computations must be supplied with all commercial applications.** Identify the direction of flow onsite, buildings and types of surface improvements. All drainage reports must be stamped by a PE.

RECEIVED
MAR 21 2012
CITY OF CODY

2. Please include all of the following Utility components:

- Identify all existing and proposed water, sanitary sewer, storm water, electrical power, raw water, gas, telephone and cable utility lines.
- Provide specific electrical information - new service entrance size (in amps) and location on building, required service voltage, three phase or single phase service, electric load size-total connected load and expected coincident load, underground or overhead service to building(s), transformer location, and **estimated dates for temporary and permanent service** installations. On the site plan, include locations and layout of existing electrical power lines, electrical equipment and utility easements on or adjacent to the project site.

3.21.12

Dear Sirs:

This is Cindy Baldwin, owner of Lockhart Inn and River's View Apartments and RV Park. I am moving back to the property which I have run for 28 years.

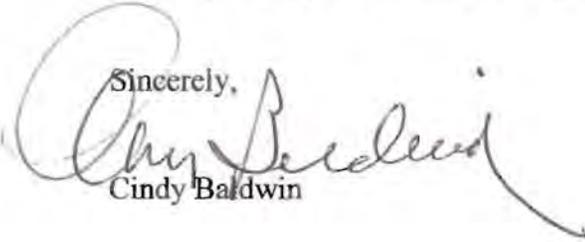
I have had a manufactured home on property since the 1980's and I would like to replace, on the same site with a newer model, early 1990's. It is located along the west side of the apartments and the metal building housing Ballard Riffle which is now a sculpture studio. I have used this as living quarters.

I would like to bring in a 1990's model 14x60 and hook it up where the older model is. All electrical, sewer, plumbing is intact. I feel it would behoove me to live on property so that I can bring the Lockhart back to how it looked in the 1990's before I moved off property and had manager's running my business. I have remodeled the inside of the Inn and would like to continue working on the outside with new landscaping and redoing the RV Park and outside of the apartments. This modular would be hidden behind a fence and trees and would be "invisible" from the street and all angles as the previous one has been.

I am asking for this to be approved.

I thank you for your time in looking at this request.

Sincerely,


Cindy Baldwin



Propane tank

Power

Apts.

Approximate Location

M.H.

Inn

P/L

M.H.

WEST YELLOWSTONE AVE

SCALE: 1" = 50'



**CITY OF CODY
PLANNING, ZONING AND ADJUSTMENT BOARD
STAFF REPORT**

MEETING DATE:	MARCH 27, 2012	TYPE OF ACTION NEEDED	
AGENDA ITEM:		P&Z BOARD APPROVAL:	X
SUBJECT:	REVIEW CONCEPTUAL PLAN FOR A 16- LOT SUBDIVISION, GLENN ROSS SUB 2012-01	RECOMMENDATION TO COUNCIL:	
PREPARED BY:	TODD STOWELL, CITY PLANNER	DISCUSSION ONLY:	

BACKGROUND:

Glenn and Nina Ross as owners, and Holm, Blough and Company have submitted a Conceptual Plan for a sixteen-lot subdivision at 129 Cooper Lane East. The property extends from Cooper Lane on the north to Road 2DA on the south. The property is not within the Cody City limits, but is within the 1-mile area of subdivision authority specified by Wyoming Code 34-12-103, which reads in part, *“provided, however, that any such plat of land adjacent to any incorporated city or town, or within one (1) mile of the boundaries of any such city or town, shall be jointly approved by both the board of county commissioners of said county and the governing body of said city or town before same shall be filed and recorded in the office of the county clerk as aforesaid.”* In other words, this subdivision requires review and approval by both City of Cody and Park County. The west side of the property is $\frac{3}{4}$ mile from the city limits (Maple Leaf Addition).

A conceptual plan process is an opportunity for an applicant to present a “rough draft” of the development proposal to the Board for feedback. There are no variances, special exemptions, or formal approvals granted at this stage, although the possibility for such may be part of the discussion.

PROJECT DESCRIPTION:

The layout of the 16-lot subdivision, along with approximate lot sizes and dimensions, is depicted on the Conceptual Plat. The property is currently in three pieces—the Ross residence and irrigated farmland (32 acres), the Cody Missionary Alliance Church of God (5.7 acres), and a vacant 4.1 acre lot to the west of the church. All three lots are zoned R-H (Residential $\frac{1}{2}$ Acre)—a County zone which allows a minimum lot size of $\frac{1}{2}$ acre when served with public sewer and water, or 1 acre with on-site septic and public water as is proposed in this case.

Details of the proposal that are not depicted on the conceptual plat drawing are as follows:

- 1) Right-of-way width: 60 feet

- 2) Cul-de-sac diameter: 120 feet of right-of-way, 100 feet of improved surface
- 3) Length of street: 960 feet +/-
- 4) Improved street width: 28 feet of paved surface
- 5) Maintenance responsibility: Private (homeowners)
- 6) Drainage method for roadway: Not yet developed.
- 7) The applicant indicates that utility providers have been contacted and have the capacity to serve the subdivision. This includes domestic water, irrigation water, natural gas, power, telephone, irrigation, and cable. Public sewer is one mile away, and uphill, so on-site septic systems are the proposed method of sewage disposal.

SUBDIVISION REGULATIONS

The subdivision ordinance applies to properties within one mile of the city limits in essentially the same manner as if the property were within the city. These standards are as follows. Staff comments follow each standard. When a variance from the standard is involved, it is noted.

11-4-2: STREETS, ALLEYS AND EASEMENTS:

A. Alignment: All proposed streets, alleys and easements shall align horizontally and vertically with existing streets, alleys and easements adjacent to or lying near the subdivision.

Staff Comment- The proposal does not include any street extensions or intersections that need to align with existing streets.

B. Conform to Master Street Plan: All streets shall conform to the city master street plan for size and approximate alignment.

Staff Comment- A variance from this standard would be necessary to permit the proposed subdivision configuration. In addition, it could be interpreted that an amendment to the Master Street Plan may be necessary if it cannot be shown that the proposal meets the "approximate alignment", which staff interprets to mean the intent and general concept of the street plan. The Board should give direction on this point. A copy of the master street plan is attached. It indicates two north-south streets and one east-west street running through the property.

The green color of the potential streets indicates a "2-Lane Local (Residential) Street", which has a 42'8" paved width, curb and gutter, and 4-foot wide sidewalks, all within a 60-foot wide public right-of-way. Staff is agreeable that the easternmost planned street across this property is not needed, due to the proximity of East Cooper lane. In addition, staff is agreeable that the street planned along the west property line is not needed at that location, or the immediate area, as it would create a "cut through"

situation with traffic using the "Local street" instead of the designated Collector street (Cooper Lane).

Staff does prefer that the east-west street right-of-way be provided from the west property line to the proposed interior road, as the connection provides options for greater connectivity of the street system and utilities, and it aligns with existing access easements and rights-of-way to the west. Staff will provide more details on this point at the meeting.

C. Jogs Prohibited: Street jogs shall be prohibited unless, because of very unusual conditions, the commission and council determine that the offset is justified.

Staff Comment: No jogs are proposed.

D. Topography: Streets shall have a logical relationship to the topography.

Staff Comment. Met.

E. Intersections: Intersections shall be at or near right angles whenever possible.

Staff Comment: The intersection of the interior road with Road 2DA could be tweaked to be at a right angle.

F. Local Streets: Local streets will be designed to discourage through traffic.

Staff Comment: This is justification why staff supports not providing the through streets depicted by the Master Street Plan from Cooper Lane to Road 2DA.

G. Cul-De-Sacs: Cul-de-sacs shall be permitted, providing they are no longer than five hundred feet (500'), including the area at the end of said cul-de-sac; and further providing, that the property line to property line diameter of the cul-de-sac be at least one hundred feet (100'). Design specifications for curb, gutter, sidewalk and distance from property line to sidewalk shall be in accordance with the typical section of a "residential street", as defined by the master street plan. Surface drainage shall be towards the intersecting streets whenever possible, but may be out of the cul-de-sac through a drainage easement as a last alternative.

Staff Comment: As proposed, the length of the cul-de-sac at 960 feet does not meet this requirement, which would require a variance. However, if the east-west connection is provided as mentioned above, the "permanent" dead-end would be less than 500 feet, and the standard could be considered to be met.

H. Dead End Streets, Alleys: Dead end streets and alleys (with the exception of cul-de-sacs) shall be prohibited, unless they are designed to connect with future streets or

alleys on adjacent lands that have not been platted. If a dead end street or alley is allowed, for the above reasons, a temporary turnaround shall be constructed for public use until the street or alley is extended.

Staff Comment: The subdivision is not designed to have any dead-end streets that would require temporary turn-arounds.

I. Half Streets: Half streets will be prohibited. Half alleys will be strongly discouraged. When a proposed half street is adjacent to another property, it will be the developer's responsibility to reach an agreement with the adjacent landowner, acquire the required lands from the adjacent landowner to provide the land required to construct the full width street. No plat will be approved until a full width street right of way has been platted. When the full width for an alley cannot or will not be provided by the developer, he may be required to meet special requirements established by the commission depending upon the special conditions associated with the proposed development.

Staff Comment: No half streets are proposed.

J. Reverse Curves: Reverse curves on arterial and collector streets shall be joined by a tangent at least two hundred feet (200') in length, residential and marginal streets and alleys shall have at least one hundred feet (100') of tangent length between reverse curves.

Staff Comment: The plat will need to be slightly modified to meet this standard. It simply means there will be a little more distance between the curves in the road.

K. Widths and Grades: Street, alley and easement/right of way widths and grades shall be as follows:

	Minimum Right Of Way Width	Minimum Grade	Maximum Grade
Arterial street	100 feet	0 .3 percent	7 .0 percent
Collector street	80 feet	0 .3 percent	7 .0 percent
Residential street	60 feet	0 .3 percent	7 .0 percent
Marginal street	46 feet	0 .3 percent	10 .0 percent
Alleys (see subsection P of this section)		0 .3 percent	10 .0 percent

Easements	20 feet	0 .3 percent	10 .0 percent
Pedestrian ways and crosswalks	10 feet		10 .0 percent

Staff Comment: The interior residential street and existing road 2DA meet the applicable right-of-way standard. The existing right-of-way widths and easements for Cooper Lane, a collector, will need to be researched to determine if additional right-of-way should be dedicated with the plat.

L. Vertical Curve Length:

Staff Comment: Not applicable as part of this review—part of engineering review for final plat.

M. Visibility: Clear visibility, measured along the centerline of the street shall be as follows:

Arterial street	300 feet
Collector street	200 feet
Residential street	200 feet
Marginal street	100 feet

Staff Comment: The roads have the capacity to meet this requirement. Detailed review will be part of the engineering review for the final plat.

N. Curvature Radius:

Staff Comment: Not applicable as part of this review—part of engineering review for final plat.

O. Streets with Interior Angles:

Staff Comment: Not applicable as part of this review—part of engineering review for final plat.

P. Alleys: Alleys shall be required in all subdivisions with the minimum width being twenty feet (20'), unless extreme conditions preclude the feasibility of alleys. A variance of up to four feet (4') may be granted by the commission and council in a residential development if setbacks are provided for utility boxes, garbage cans, etc. Alleys shall be constructed with a minimum of six inches (6") of crushed aggregate base course for the

finished surface. The specification for the gradation of the crushed aggregate base course may be obtained from the city engineer.

Staff Comment: The lack of alleys would require a variance to this standard.

Q. Curb, Gutter, Sidewalk, Paved Streets: Curb, gutter, sidewalk and paved streets shall be required in all proposed subdivisions unless waived in accordance with criteria set out in subsection 11-5-2B of this title by the planning, zoning and board, and the city council. All waivers of curb, gutter and sidewalks shall require acknowledgment by the developer on the final plat that future improvement districts for the development of curb, gutter and sidewalks shall be supported by future owners of the lots and be so noted on the final plat. The developer shall be responsible for demonstrating to the city that the grades and location of the proposed improvements shall be compatible with all future development in the area.

Staff Comment: A variance to the street standard would be necessary to allow the proposed road section.

R. Street Cross Section: The minimum typical street cross section for each type of street shall be as shown on the master street plan. Details of the city standards for typical paving, curb, gutter, sidewalk, alley aprons and valley gutter sections may be obtained from the city engineer.

Staff Comment: The green color of the potential streets shown on the Master Street Plan represent a "2-Lane Local (Residential) Street", which has a 42'8" paved width, curb and gutter, and 4-foot wide sidewalks, all within a 60-foot wide public right-of-way. A variance to this standard would be requested. The requested street section does meet the county standard.

S. Valley Gutters: The use of valley gutters in areas where storm sewer facilities exist or are proposed will be discouraged.

Staff Comment: No valley gutters are indicated.

T. Drainage: The area to be subdivided shall be designed to provide proper and sufficient drainage. Runoff and storm sewer systems shall be designed to adequately drain the subdivision and adjacent area that will drain into the subdivision. All stormwater systems shall be designed to achieve zero increase in runoff and shall be in compliance with the city stormwater management policy, as amended. They shall be designed and constructed to allow runoff and stormwater to flow by gravity from the subdivision to an adequate outlet. When an existing storm sewer trunk line is available, the proposed system shall be designed to connect to it. When an existing storm sewer trunk line is not available, a drainage plan must be developed that is acceptable to the city. Minor subdivisions shall be exempt from this requirement.

Staff Comment: A stormwater plan will be prepared later in the process.

U. Lot Requirements: All lots within a proposed subdivision will meet the following requirements:

- 1. Lots shall be sized to meet the requirements of the appropriate zoning.*
- 2. Every lot shall abut upon or have access to an approved street or an approved cul-de-sac.*
- 3. Side lot lines shall be at approximate right angles to the street line on which the lot faces.*
- 4. Strip lots established with the intent of restricting access to streets or alleys will be prohibited.*

Staff Comment: Met.

V. Blocks: Blocks shall be at least three hundred feet (300') long, normally, not to exceed six hundred sixty feet (660') long. All blocks shall normally be of sufficient width to allow for two (2) tiers of lots of approximately equal width and an alley.

Staff Comment: This standard is appropriate and works well for urban-density development, however the applicability to large-lot development necessitated by the lack of public sewer is awkward. A variance to this standard may be needed.

OTHER:

Section 11-5-1, DEVELOPMENT AND IMPROVEMENT states that, "Any proposed subdivision that is within the corporate limits of the city or within one mile of the boundaries of the city, or which has been proposed for annexation into the city, shall be developed with the following improvements, in accordance with city standards and this chapter, at the subdivider's expense". The section then lays out standards for construction, most of which relate directly to the items addressed above. Those items that should be noted, but are not included above are listed below.

H. Water Mains: All water mains will be designed and constructed according to city approved specifications and the city standards. The system will connect each lot within the proposed subdivision to a minimum six inch (6") diameter main by the use of a minimum three-fourths inch ($\frac{3}{4}$ ") copper service line. The service lines shall be extended from the main to the property line according to city standards. These mains will be connected to the city system. All water mains will be designed in accordance with the city plan, state and federal regulations, and designed to provide adequate flow and pressure under all conditions, including major fire conditions. If, in the city's opinion, larger mains are necessary to allow for the future development of adjacent areas, an agreement may be entered into between the developer and the city whereby the city may help finance the oversized main. It will be the developer's responsibility to ensure that the water piping system for the proposed subdivision is connected to the

city system. The development of private or community wells for potable water will not be allowed within the corporate limits of the city.

Staff Comment: Steve Payne, the City Engineer, has discussed the water situation with Northwest Rural Water Company. A 6" main line will be required, and the main line will be required to be "looped", so that there is not a 900'+ dead-end line.

I. Fire Hydrants: Fire hydrants shall be installed at intervals not to exceed five hundred feet (500') between hydrants and provided with standard hose connections as specified by the fire department.

Staff Comment: Unfortunately, the Northwest Rural Water Company does not have adequate fire flow for fire hydrants, so details on the fire protection system will need to be determined by the Fire Marshall and agreed to through the subdivision review process. Storage tanks with draft connections are the likely situation.

J. Open Drains, Irrigation Ditches: All open drains and irrigation ditches shall be buried or, if possible, eliminated.

Staff Comment: Existing private ditches through the property will be eliminated. The irrigation ditches along Cooper Lane and Road 2DA have not been discussed.

M. Street Lighting: Street lighting shall be installed according to the standards and requirements established by the city electrical commissioner, the cost of which will be borne by the subdivider.

Staff Comment: Street lighting is not proposed, which would require a variance.

N. Public Use Areas: There shall be conveyed to the city an area or areas of land or the cash equivalent thereof, on the basis of one acre per fifty (50) prospective dwelling units, to provide for parks, fire stations, recreational areas and other public uses. This requirement shall be in addition to lands dedicated for streets and alleys. Prospective commercial development densities shall be determined by developers with approval from the planning and zoning board. Minor subdivisions shall be exempt from this requirement. The dedication of land or cash in lieu of land shall be at the sole discretion of the city council, with recommendation from the planning and zoning board and the parks and recreation department. If subsequent rezoning or resubdivision would result in a higher number of prospective dwelling units, additional land or cash equivalent shall be conveyed to the city. If the city council elects to require cash in lieu of land, the amount thereof shall be the fair market value of the land. If the city and the subdivider cannot agree on that value, each shall designate an appraiser and the two (2) appraisers so selected shall arrive at a recommended market value, which shall be binding upon the parties. This open space requirement shall be waived if the proposed

subdivision is located in an area that has been previously subdivided and the above requirement was satisfied at that time.

Staff Comment: Staff asks the Board for direction as to whether they would be willing to consider a variance to this standard, or if cash in lieu of dedication should be investigated. Dedication of land within this subdivision to the City is likely not in the City's interest. Past practice has not included dedication of land for public uses when the subdivision is outside of the City limits.

STAFF COMMENTS:

Staff has listed the applicable standards so that the Board can review each individually and let the applicant know if the plan appears reasonable, or if changes should be made to address any of the individual City requirements. Staff suggests leniency in the application of the standards that relate specifically to urban-density development, due to the fact that the property is at the far end of the 1-mile area of joint subdivision authority, is not likely to transition to urban density in the near future, and similar variances have been granted to developments along Cooper Lane in this area (Barrusville Subdivision, Vandeer Subdivision).

ATTACHMENTS:

Application.

Master Street Plan.

Plat of Musketeer Acres-shows easement in alignment of master street plan.



PLANNING, ZONING AND ADJUSTMENT BOARD
MAJOR SUBDIVISION APPLICATION

STAFF USE
File: 54812-01
P&Z Invoice: 469-01

Owner or Applicant's Name: GLENN & NINA ROSS
Mailing Address: 129 Cooper Lane East
Phone: 527-2618 Wk Cell: Fax: Email:
Project Address: Same Zone:
Legal Description: a portion of Tract 38, T53N, R101W 6th pm Park Co, WY
Description of Proposal and Proposed Use of Project: a 16 lot Residential Subdivision

Estimated Construction Start Date: fall of 2012
Representative Attending P&Z Meeting: Glenn Ross and Paul Blough

Signature of Property Owner: Glenn R. Ross 3/9/12
Signature Date

The Planning, Zoning and Adjustment Board meets the 2nd and 4th Tuesday at 12:00 noon at the City Hall Council Chamber.
Twelve (12) copies of the application, plans, and any other information folded into 8-1/2" x 11" size AND
A digital file containing PDFs of each document must be submitted to Planning Department by 4:00 PM.

Please see submittal Date and Fee schedule included in this document.

Please indicate which plat phase you are submitting.

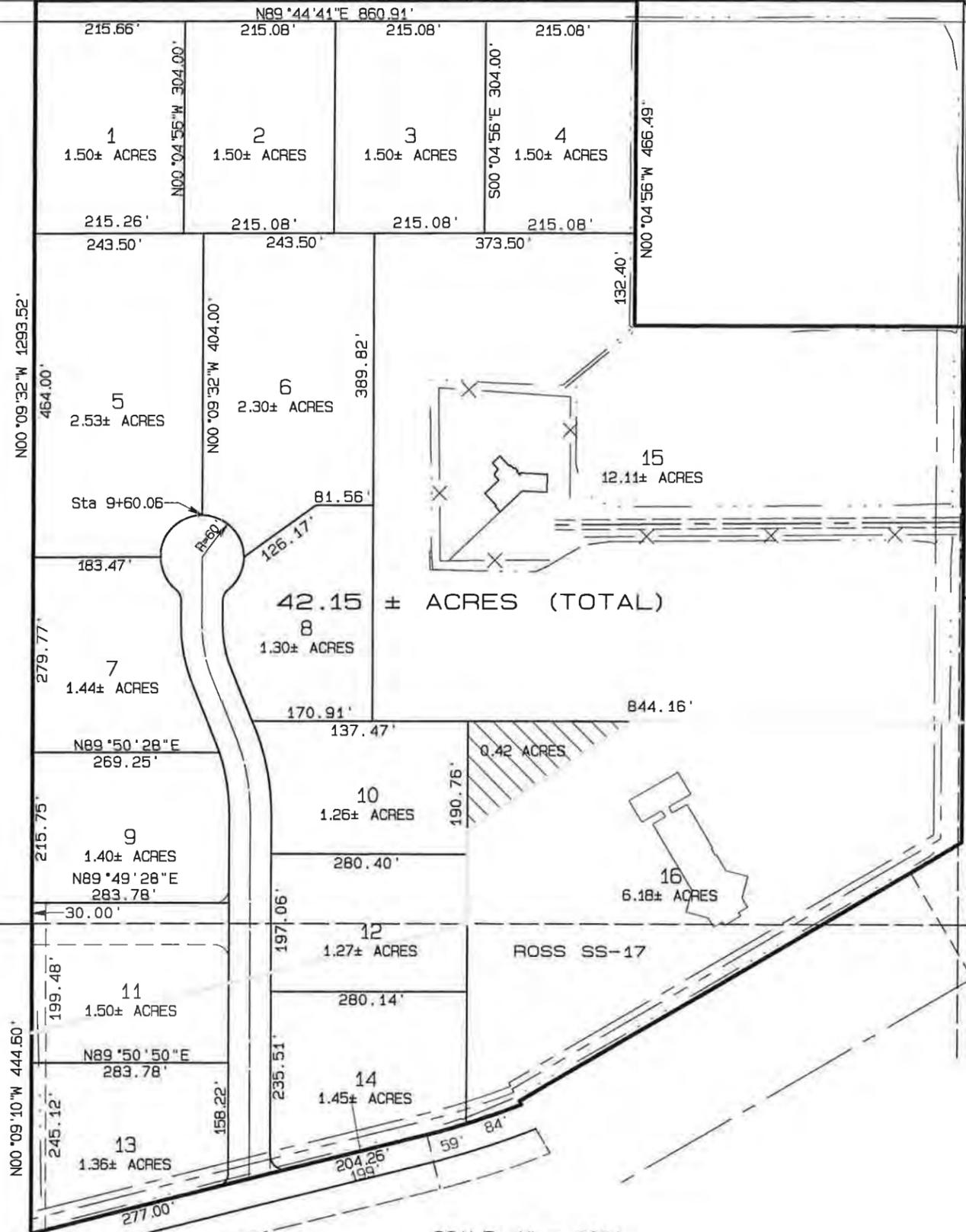
1. The Conceptual Plat should include:

- Primary Contact
Scale not less than 1" = 500'
Extends at least 1/4 mi. surrounding proposed subdivision
Existing streets, highways, natural drainage courses and other major or natural or manmade features
Existing major use areas for residential, commercial, industrial and public purposes
Proposed major use areas for residential, commercial, industrial and public purposes
Proposed zoning changes requested
Proposed lots meet minimum lot size requirements

2. The Preliminary Plat should include:

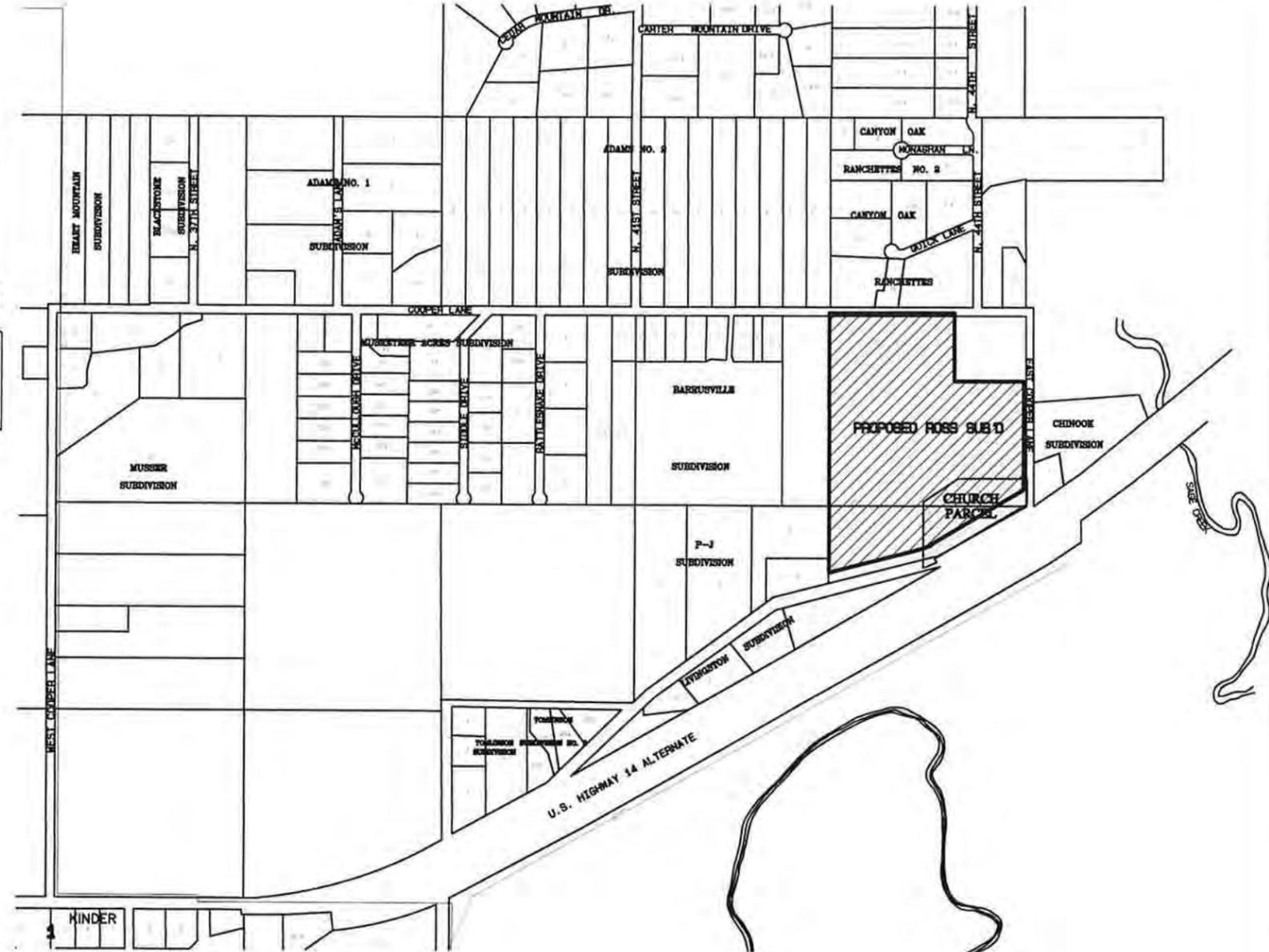
- Primary Contact
Scale not less than 1" = 100' and shown on plans
24" x 36" reproducible
Name of Subdivision
Location/Boundaries tied to official government survey
Names and address of subdivider, designer of subdivision, licensed PE or LS
Date of preparation
North Arrow
Exact bearings/distance dimensions
Total acreage
All proposed subdivided lands
All lands and owners adjacent to proposed lands within 200ft.
Location/dimensions and names of proposed streets, typical cross-sections, alleys, easements, lot lines
Contour lines
Designated flood areas
Lot designated/lot size
Proposed site usage for all land other than residential, if applicable i.e. multi-family residential, commercial, industrial, churches, etc.)
Zoning of subdivision and adjacent to subdivision
Names of adjacent subdivisions
Existing Utilities including: location within subdivision, size, grade, type of material, approx. depth of bury, service locations

COOPER LANE



SCALE: 1" = 200'

EAST COOPER LANE
COUNTY ROAD 2CA R/W
COUNTY ROAD 2CA R/W



VICINITY MAP
SCALE: 1" = 1000

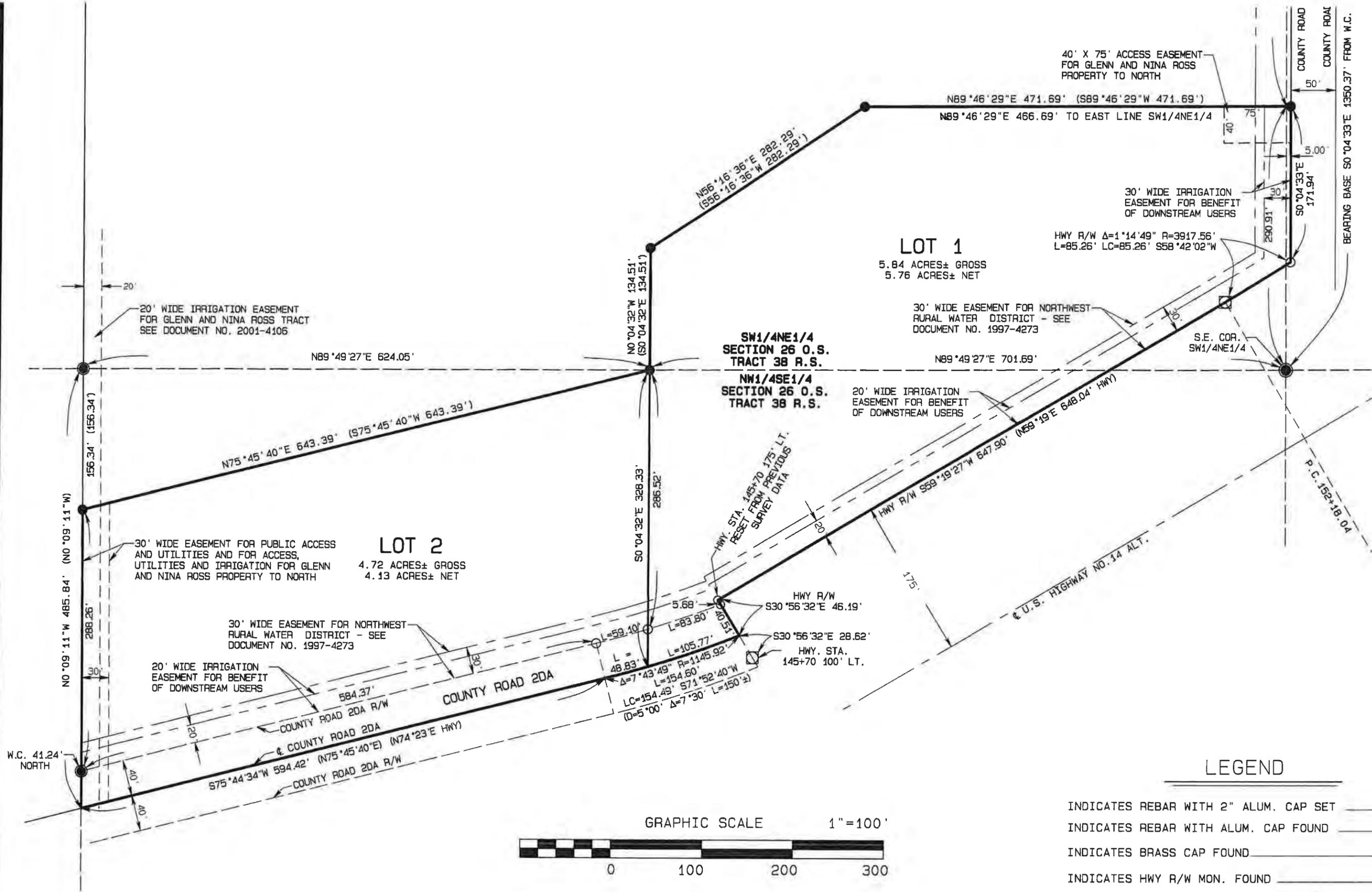
- NOTES:
1. DEVELOPER: GLENN AND NINA ROSS, 129 COOPER LANE EAST
 2. TOTAL ACRES: 42.15
 3. PURPOSE: 16 LOT RESIDENTIAL SUBDIVISION
 4. NO ZONE CHANGES REQUIRED
 5. REQUEST ELIMINATION OF POTENTIAL STREETS ACROSS SUBJECT PROPERTY AS SHOWN ON MASTER STREET PLAN AND THE 30 FOOT EASEMENT FOR A POTENTIAL STREET ALONG THE WEST LINE OF LOT 2 OF THE ROSS SS-17 SUBDIVISION AS SHOWN ON SAID PLAT.
 6. LOT SIZES: 1.26± ACRES TO 12.11± ACRES

REVISION	DATE
ORIGINAL	09-MAR-2012

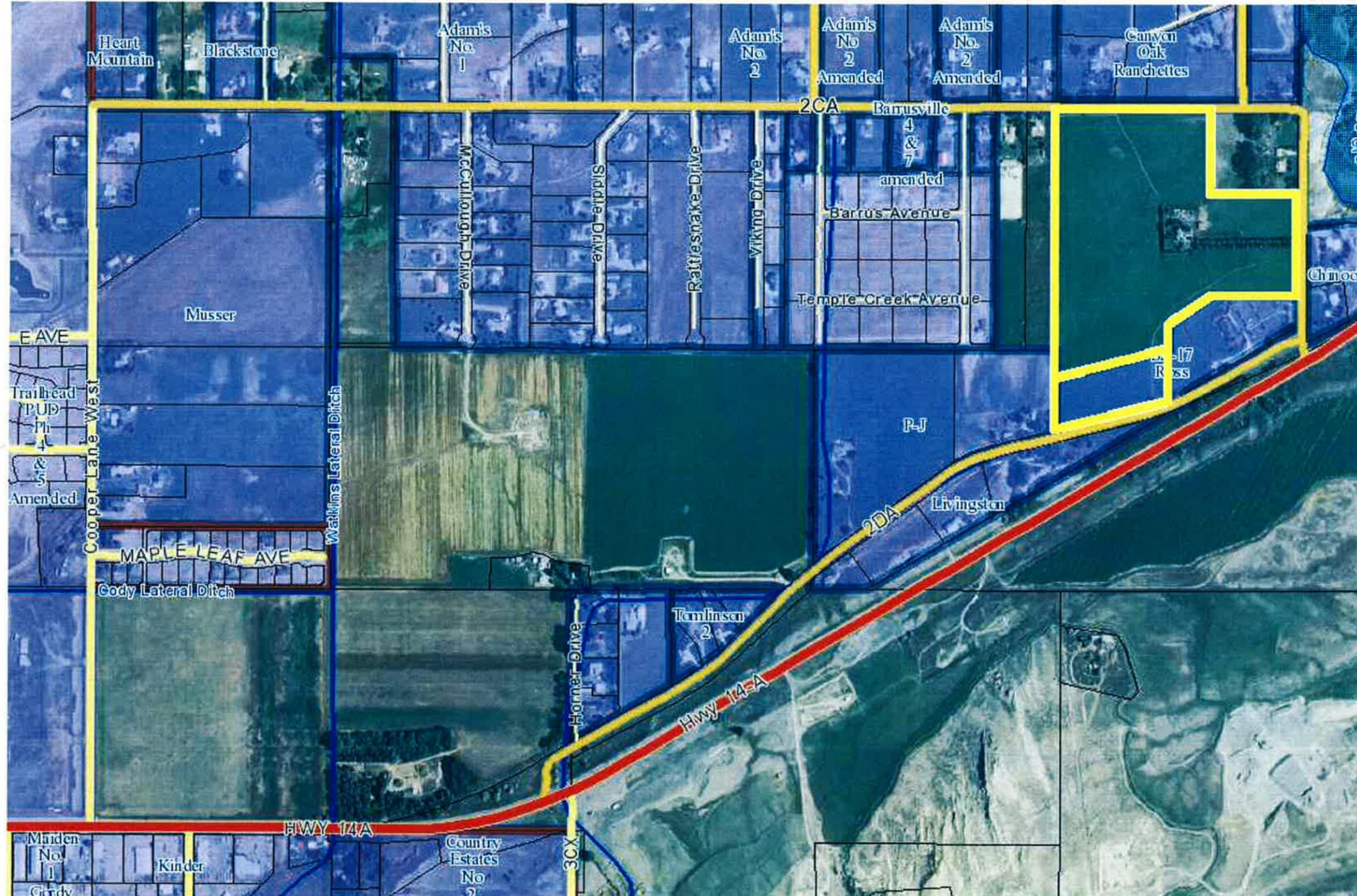
BOOK
S:\JOBS\2011\11-070\11-70A.plt

GLENN AND NINA ROSS
CODY, WYOMING
CONCEPTUAL PLAN SHOWING
**PROPOSED GLENN ROSS
MAJOR SUBDIVISION**
IN TRACT 38, T.53 N., R.101 W., 6th P.M.
PARK COUNTY, WYOMING, RESURVEY

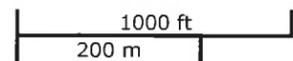
HB HOLM, BLOUGH AND COMPANY
Consulting Engineers & Land Surveyors
1402 Stampede Ave.
Cody, Wyoming 82414 (307) 587-6281



Jump To ... [link](#) [help](#)



- Foreground Layers:
- Az** House Numbers
 - Az** Lot Numbers
 - Address Points
 - Roads, Streets, Highways
 - Ownership
 - Incorporated Towns
 - Public Land Survey
 - Survey Corner Records
 - FEMA Flood Zones
 - Rivers, Creeks, Lakes
 - Subdivisions
 - School Districts
- Administrative Layers:
- Public Lands
 - Voter Precincts
 - County Zoning
 - Cody Zoning
 - Powell Zoning
 - Meeteese Zoning
- Background Layer:
- 2009 Aerial Photography
 - USGS Topos



NAD83 Wyoming West Central USft
 N: 1474532 E: 1899451

Long: -109° 00' 53.5" Lat: 44° 32' 45.2"
 Long: -109.0149° Lat: 44.5459°
 Scale = 1 : 6114

NAD 83 UTM Zone 12N meters
 X = 657691 Y = 4934424
 Designed by Greenwood Mapping, inc.



SUBDIVISION

RANCHETTES

COOPER LANE

MUSKETEER ACRES SUBDIVISION

AMENDED BARRUSVILLE SUBDIVISION

BARRUS AVENUE

BARRUSVILLE

SUBDIVISION NO. 2

TEMPLE CREEK AVENUE

MUSSER SUBDIVISION

VANDER SUBDIVISION

P-J

SUBDIVISION

MAPLE LEAF ADDITION

LIVINGSTON SUBDIVISION

TOMLINSON SUBDIVISION NO. 1

U.S. HIGHWAY 14 ALTERNATE

5MP

WEST COOPER LANE

EAST COOPER LANE

CHI SUBD

MAIDEN NO. 1 ADDITION

KINDER SUBDIVISION

**CITY OF CODY
PLANNING, ZONING AND ADJUSTMENT BOARD
STAFF REPORT**

MEETING DATE:	MARCH 27, 2012	TYPE OF ACTION NEEDED	
AGENDA ITEM:		P&Z BOARD APPROVAL:	X
SUBJECT:	SITE PLAN REVIEW, WYOMING STEEL SERVICES, ROAD 2AB SPR 2012-08	RECOMMENDATION TO COUNCIL:	
PREPARED BY:	TODD STOWELL, CITY PLANNER	DISCUSSION ONLY:	

PROJECT DESCRIPTION:

Brian McDaniel of Wyoming Steel Services, LLC has submitted a site plan application to establish a metal salvage yard in the "E" Industrial zoning district. The property is located on the south side of Road 2AB at the S-curve, about 1 ½ mile east of Highway 120. The property is owned by Cody Land Development Corporation, and will be leased to Wyoming Steel Services, LLC. The present intent is that this is a temporary site until such time as permits and agreements are obtained for another site on Road 2AB, which they hope to move to in 12-18 months from now. However, it is recommended that the project be looked at as if it could be a long-term site. If adequate precautions and improvements are not in place for a long-term site, a limited approval may be possible. If additional information is needed for the Board to be comfortable in an approval, it is acceptable to ask for that information.

The project is described in the application materials. For purposes of efficiency, only the topics that are in need of clarification or discussion are addressed in this staff report.

Determination of Use Classification:

The "E" Industrial zoning district contains the following information about what is permitted and prohibited.

10-10E-1: USES PERMITTED:

No building or land shall be used and no building erected or structurally altered unless otherwise permitted herein, except for one or more of the following uses:

Any use permitted in the D-3 districts, except residential use.

Airports, feed manufacturing, pressure treating of wood products. Other similar uses, not herein named, that are not more objectionable or hazardous may be permitted. Certain uses, otherwise permitted in this zone, are prohibited in the airport overlay zone: towers, stable flammable liquid storage and liquefied petroleum gas storage.

10-10E-2: PROHIBITED USES:

Use is specifically prohibited within an E district for the storage or handling of explosives, caustics, unstable flammable liquids, or toxic or hazardous materials or substances.

As can be observed, there is no specific mention of any use such as “recycling facility”, “wrecking yard”, “junk yard” or other term that may be used to describe the proposal in the “E” or D-3 zones. Therefore, it must be determined if the proposed use is “not more objectionable or hazardous” than an airport, feed manufacturing, or pressure treating of wood products. If the activities of the use are similar to uses conducted in the D-3 zone, then that would also be justification that the activity is permitted.

This facility has components similar to the City’s recycling facility, located in a D-2 zone, in that it collects scrap metals from the public in large bins. This activity is clearly allowed.

The acceptance of other scrap metals such as appliances is a more intensive use. Appliances such as microwaves, refrigerators and freezers have components that will require removal of oils, refrigerants, and discharge of electrical components in the case of microwaves. However, the handling of these items is not unique to metal recycling facilities. It occurs at auto body shops, appliance repair facilities, and other locations that are permitted in commercially-zoned areas. The primary concern is the storage and handling procedures, so that soil or air contamination does not occur.

The metal sorting, cutting, and crushing activities of vehicles, appliances, and every other sort of metal item, will generate noise typical of an industrial area. Crushing is apparently limited to a few hours a day, during normal working hours. The amount of noise generation is an issue only when there is a receptor that could be impacted by the noise—such as a residence or office. No such sensitive use exists in the neighboring area, and the zoning of Industrial precludes residential uses. Due to a combination of Industrial zoning and ownership (Flying J and Harris Trucking), it is not expected that a residence would be established within ½ mile of this site. Furthermore, the noise level of these activities is not expected to exceed that of an airport, as would be measured at boundaries of the runway protection zones, where development could occur. For comparison, it is also doubtful that the noise level would exceed that of the CertainTeed Gypsum Plant or the concrete and asphalt plants that are permitted in the Industrial zone.

It is not clear if the “not more objectionable” criteria relates to visual impacts. If it does, it is hard to say that the visual impacts are minor. This use falls within the definition of “junkyard” under state law requirements. However, it does meet the state law requirements related to distance from a state highway. Fencing is proposed, which will help, but due to topography much of the property will be visible to traffic passing

on Road 2AB. Because of this staff suggests that if this site is permanent, trees be required along the north and west sides of the property (approx. 25 or 30' on center).

The collection of fluids and batteries from vehicles relates to the "toxic and hazardous materials" and "unstable flammable liquids" prohibitions of the ordinance. A literal interpretation of this language could effectively prohibit uses in the Industrial zone that occur in residential and commercial areas. For example, does storing one car battery with caustic acid, a 5-gallon can of gas, or a quart of charcoal lighter fluid violate this provision? Obviously that is not the intent.

As a general rule, it may be appropriate to interpret that the intent of the language would be to prohibit the storage of amounts that are significantly greater than what occurs with allowable uses such as auto repair facilities, car dealerships, farm supply stores, and Walmart. The applicant should clarify how much of these materials will be stored at the facility before they are removed, as well as how storage will occur.

Based on these factors, and others the Planning and Zoning board may identify, a determination as to whether the proposed use is "permitted" in the Industrial zone needs to be made.

ADDITIONAL STAFF COMMENTS:

Contamination Prevention:

Staff is somewhat concerned that the storage of batteries, oil barrels, and other fluids will be out in the open, rather than under covered structures. Through staff's discussion with the Wyoming Department of Environmental Quality (DEQ) regarding their jurisdiction and concerns over a facility such as this, we have some assurance that DEQ will want to review everything that is not under a covered structure. This likely will relate to containment features, such as double-lined containers, or containment systems such as curbed concrete pads. However, these details have not been presented with the zoning application, and there is some chance that not all activities will be disclosed to DEQ for review. A general explanation of activities to reduce the chance of pollution from oils is provided in the application narrative.

Staff is also concerned that oils from freezer and refrigerator condenser motors, as well as all other contaminants should be properly addressed. In general, we believe that all scrap that may leak oils or hazardous fluids should be handled and stored in the areas with plastic liner.

Utilities:

Although not clearly identified on the site plan, public sewer, water and power are available along the south end of the property. Connection will be allowed subject to obtaining necessary utility permits.

The application states that a vault will be used to collect wastewater from the office, which will be pumped as needed. Pursuant to City of Cody Code 8-3-11, this is not allowed. Connection to the public sewer line will be needed.

Drainage Plan

The drainage plan has been submitted and reviewed by the City Engineer. It meets the criteria of the City.

Protection of Existing Utilities

There are natural gas mains and power easements along the east side of the property. It is requested that no items be stored in the easements. The site plan should be amended to reflect this.

Architectural & Landscape Plans, Section 10-10B-4

All structures within the district shall be architecturally compatible. Architectural and landscaping plans shall be submitted to the planning and zoning commission for approval. Architectural and landscaping details shall be maintained as shown by the approved plans.

Parking is proposed to be a graveled area, as shown on the site plan. The number and location of the spaces is acceptable to staff.

Architecture:

As far as the architectural compatibility review, the use of metal siding is consistent with the architecture of the strip retail building to the north, storage buildings to the south, and the dance school building to the west. There is no prominent "style" used in this area. The P&Z Board will need to determine if the proposed materials and colors are suitable.

Landscaping:

Other than ensuring that the tree meets the separation requirements from the buried utility lines, which is dependent on the type of tree, none of the landscaping appears to conflict with city standards.

Lighting

Exterior lighting is not proposed to be the downward/cutoff style, but of a floodlight style. The Board should determine if cutoff style lighting should be required.

Signage

A 4' by 10' sign is proposed to be placed on the fence, near the southwest corner of the property. The size meets the requirements of the sign ordinance. The fence is not likely designed for the wind load that the sign will create. The applicant will need to work with the Building Official on this issue during the building permit review process for the sign.

ATTACHMENTS:

Application.
Utility drawing.

ALTERNATIVES:

Determine that the use is permitted or not permitted. If it is a permitted use, approve or deny the site plan and sign. If additional details are needed, they may be requested.

RECOMMENDATION:

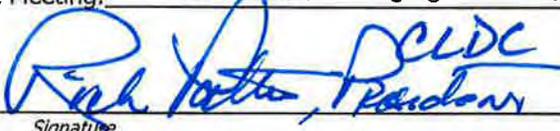
If the Planning and Zoning Board is agreeable to approving the application, we recommend that it be with the understanding that requirements applicable to the issues presented will apply. The Board will need to determine such requirements. Staff will have a list available at or before the meeting, which the Board may refer to.



**PLANNING, ZONING AND ADJUSTMENT BOARD
COMMERCIAL SITE DEVELOPMENT APPLICATION
FOR LANDSCAPING, ARCHITECTURAL & SIGN PLANS**

STAFF USE
File: _____
P&Z Invoice: _____

Applicant's Name: Brian McDaniel Business Name: Wyoming Steel Services, LLC
 Applicant's Address: P.O. Box 3237 City: Cody State: WY Zip: 82414
 Phone: (918) 841-1010 Cell: - Fax: - Email: truckbeds4u@yahoo.com
 Property Owner's Name: Cody Land Development Corporation c/o Rick Patton
 Property Owner's Address: 1508 Stampede Avenue City: Cody State: WY Zip: 82414
 Project Address: 150 County Road 2AB Zone: E - Industrial
 Legal Description: Lot 28 of Phase 1 of the North Cody Industrial Park Master Plan
 Description of Proposal and Proposed Use of Project: The projects will temporarily be the site for a metal salvage yard. Wyoming Steel Services collects, sorts and transports recycled materials to further markets. The site will be used for approximatley 1 year as a permanent location is developed.
 Estimated Construction Start Date: As soon as approval is received
 Representative Attending P&Z Meeting: Brian McDaniel, Managing Member, WSS; CLDC representatives

Signature of Property Owner:   3-21-2012
Signature *Date*

The Planning, Zoning and Adjustment Board meets the 2nd and 4th Tuesday at 12:00 noon at the City Hall Council Chamber.

Twelve (12) copies of the application, plans, and any other information folded into 8-1/2" x 11" size AND A digital file containing PDFs of each document must be submitted to Planning Department by 4:00 PM. Please see submittal Date and Fee schedule Included in this document.

The **Architectural & Landscape plan** should be incorporated into the Site Development Plan required for a building permit. It must be dimensioned to scale.

1. Please include all of the following Architectural components:

- Provide elevation views of each building face to illustrate scale, materials, color and roof lines including dimensions.
- Indicate lot lines, setbacks, easements and rights of way. Include a vicinity map with vicinity information describing surrounding land use, structures and zoning.
- Show parking layout (pavement limits, curb and gutter), pedestrian circulation and onsite parking with ADA compliance. Include information to support number of parking spaces provided and how it satisfies the city code requirement.
- Identify fencing on site (location, height, materials).
- Identify the site access points with dimensions.
- Depict the general site lighting techniques (please provide location, size, type of lighting, and cut sheets).
- Show the general grading and drainage scheme. Identify the location of drainage facilities and drainage basins. **Drainage computations must be supplied with all commercial applications.** Identify the direction of flow onsite, buildings and types of surface improvements. All drainage reports must be stamped by a PE.

2. Please include all of the following Utility components:

- Identify all existing and proposed water, sanitary sewer, storm water, electrical power, raw water, gas, telephone and cable utility lines.
- Provide specific electrical information - new service entrance size (in amps) and location on building, required service voltage, three phase or single phase service, electric load size-total connected load and expected coincident load, underground or overhead service to building(s), transformer location, and **estimated dates for temporary and permanent service** installations. On the site plan, include locations and layout of existing electrical power lines, electrical equipment and utility easements on or adjacent to the project site.

Overview of Project:

Wyoming Steel Services, LLC is a metal salvage company. The company collects various scrap materials, sorts them and sells them to a large recycling company in Denver. Persons with scrap metal can bring materials to the site or the company will pick up. Customers are paid for recyclable materials based on market pricing.

The initial plan was to purchase a 12 acre site from the Cody Land Development Corporation approximately 1 mile west of the site depicted in this proposal. Because of permitting issues with the Burlington Northern Santa Fe railroad, this property will not be available for use for an extended period, estimated at one year. During that time, the CLDC and Wyoming Steel Services will initiate the permitting process and a minor subdivision process on this permanent site. This site plan is submitted as a temporary location for the company while those processes are carried out.

Two specific concerns were raised in the initial discussion with Steve Payne and Todd Stowell regarding the project. The first concern was zoning and allowable uses, the second, the mechanism for handling hazardous wastes. These items will be discussed at length in Section 1. (h.) and (i.) of this narrative.

1. Architecture and Landscape Plan

a. Provide elevation views of each building face to illustrate scale, materials, color and roof lines including dimensions.

The attached plan map details the location of the office building in the southwest corner of the property. The building is a mobile office and will be placed on concrete piers and anchored to the ground with cables. The office is 12' by 60' and will be a two tone grey color. The building has two access doors, visible in the attached picture of the building front. Though this is not the exact building it is representative of the actual model. Portable stairs will be used to access the office. Because this is a temporary location, handicapped accommodation will be provided by office staff meeting the customers at their vehicle.

b. Indicate lot lines, setbacks, easements and rights of way. Include a vicinity map with vicinity information describing surrounding land use, structures and zoning.

The attached map shows the site boundaries of the parcel. The site is currently defined by a chain link fence installed during the cleanup phase of the old refinery. All activity will occur within the fenced area of this parcel. To the west and north are County Road 2AB. On the south, there is a paved access road to this lot and to Flying J properties. Further south is the Burlington Northern Railroad.

The site has a pipeline easement parallel to the east boundary. This has been identified such that no ground disturbing practices or permanent facilities will be located in that area.

Two test wells are located on the property and will be avoided in the course of the limited term of the company's use of the property. These are wells utilized in the clean up activity related to the refinery.

c. Show parking layout (pavement limits, curb and gutter), pedestrian circulation and onsite parking with ADA compliance. Include information to support number of parking spaces provided and how it satisfies the city code requirement.

The attached map highlights the main traffic areas for the company operations. As can be seen in the area around the office, a 6 inch gravel base will be established to accommodate customer traffic and parking. The main roadway, indicated on the map by the red and green arrows, demonstrate the normal travel of customers. As customers leave the scale, a WSS employee will offload the materials and direct the customer back across the scale to obtain an empty weight. Customers then proceed to the office for payment.

For parking, the company anticipates 6 on-site employees in the first year. The expected customer traffic at any given time will be 4 or less. Ten parking spaces have been provided to accommodate these vehicles.

The scale is 72 feet long and 12 feet wide. It has approach ramps on each end 30' in length. To make this scale function at its optimum, the scale will be placed on a concrete pad, 12' wide by 132' long. The pad will be constructed at ground level.

d. Identify fencing on site (location, height, materials).

The entire 6 acre site is fences with 6 foot chain link with a barb wire entry barrier. To facilitate a visual screen, WSS will insert slats in the fence to block the operation from view. The slats will begin at the southwest corner of the property and follow the fence along Road 2AB to the northeast corner. The slats will be installed on the eastern boundary fence to a point where traffic travelling west on 2AB cannot see metal stockpiles on the parcel. No slats will be installed on the remaining fence. A spate map of fencing has been provided to show the approximate location of the visual screen.

The fence has been damaged by vehicles running off the roadway. These damaged sections will be repaired.

e. Identify the site access points with dimensions.

The main gate to the site is on the south boundary approximately 50 feet from the southwest corner. The gate is 16 feet wide and will easily accommodate heavy truck traffic. One access is sufficient to handle the anticipated traffic flow into the facility. It also provides a high level of security with the single entrance adjacent to the office building.

f. Depict the general site lighting techniques (please provide location, size, type of lighting, and cut sheets).

The business will conduct operations during normal daylight business hours. As such no lighting will be installed in the yard area. The office building has door mounted flood lights which will illuminate the parking area and the area immediately in front of the facility. The type of lights will be standard 100 watt flood lights or smaller.

g. Show the general grading and drainage scheme. Identify the location of drainage facilities and drainage basins. Drainage computations must be supplied with all commercial applications. Identify the direction of flow onsite, buildings and types of surface improvements. All drainage reports must be stamped by a PE.

The site drains naturally to the southeast corner of the property. The addition of approximately 1 acre of graveled surface material and a small amount of concrete pad will change the runoff on the lot. A drainage scheme is being developed by GDA Engineers and the appropriate DEQ storm water plan will be filed.

h. Concerns about the applicability of this business to the zoning.

It was suggested that the City's definition of the E-Industrial Zone does not include salvage operations as a permissible use. While logic would suggest that the E zone is the least restrictive development class and as such, where else would you put a business such as a salvage yard, the question remains. In consideration of this, nearby communities with salvage operations were researched and the zoning of those reviewed.

In consideration of the business type and to maintain consistency within differing governmental jurisdictions, the NAICS classifications systems for businesses were consulted. Wyoming Steel Services would operate as a Metal Scrap and Waste Merchant under NAICS Code 423930.

The first site considered was Golden Recycling in Billings, Montana. This site is located on 6th Avenue directly across from the MetraPark Fairgrounds Complex. The zoning for this site is designated as CI- Controlled Industrial

The second site is for the Wyoming Steel and Recycling company located on Yellowstone Avenue near the US 26 Bypass. This area is zoned M-2 or Heavy Industrial.

In the attached documents, the zoning designation is included for these categories along with conforming uses. As can be seen in each, the uses are allowed as conditional uses. Obviously, the nature of the business would dictate a discussion about the operation and special approval. This is the context of the hazardous waste question in the next paragraph.

i) How will hazardous wastes be handled.

On the map, the area on the north shaded in yellow is the area in which cars will be crushed. As can be seen on the drawing, WSS proposes to excavate 6 inches of soil, place a 6 ml poly liner in the depression and replace the soil. A 4-6 inch lift of gravel will be placed on this fill material.

A concrete pad of approximately 18' by 30' will be installed over the lined area. On this a steel rack approximately 8 feet high will be constructed. As a car is brought in to the crushing operation, the loader will lift it up onto the rack. A WSS employee will drain all crankcases, differentials and gearboxes, radiators and brake fluid. These materials will be captured separately and recycled. Batteries will be removed, placed on a pallet located on the lined area. The car will be then conveyed to the mobile

crushing unit. This device is approximately 53' long, 8' wide and 14" tall when opened. The crusher will condense 4 cars to a stack of less than 6 foot in height. All additional fluids released from the crushing operation will be captured in a reservoir which is part of the crushing unit. The stack will be removed with a loader and stockpiled on the west edge of the lined area. As 12-13 cars are collected, a trailer will be loaded and the product shipped to Denver.

The CLDC has required that WSS provide a clean-up bond in an amount no less than \$50,000. The actual amount will be determined by the insuring agent.

2. Please Identify All Utility Components

Please see the attached utility map which identifies the necessary connections.

Electrical – The facility will require a 200 amp (220V) service at the office building. A branch circuit to operate the scale (110V) will be extended as shown on the utility map.

Water - A service tap is located approximately 200 feet from the office building. A ¾" service connection will be installed from that tap to the office.

Sanitary Sewer – Because of the short time frame for this site, WSS is proposing installing a sealed vault as a temporary sanitary sewer. A local pump service will be contracted to maintain the facility. The vault will be located directly south of the office facility.

Storm Sewer – Not available

Natural Gas - Not required

Telephone – Both TCT and Qwest are located adjacent to the southeast corner of the property. Depending on the availability of TCT service, WSS will select a provider and bring phone/internet service from the pedestal to the office facility.

Electrical Information

Summary sheet provided.

Trash/Dumpsters – The office building will require a small commercial receptacle. All large waste material will be hauled by WSS equipment or through leased roll offs.

Snow removal – Because of the size of parcel, snow, when it is an issue, will be piled in the center sorting and piling area.

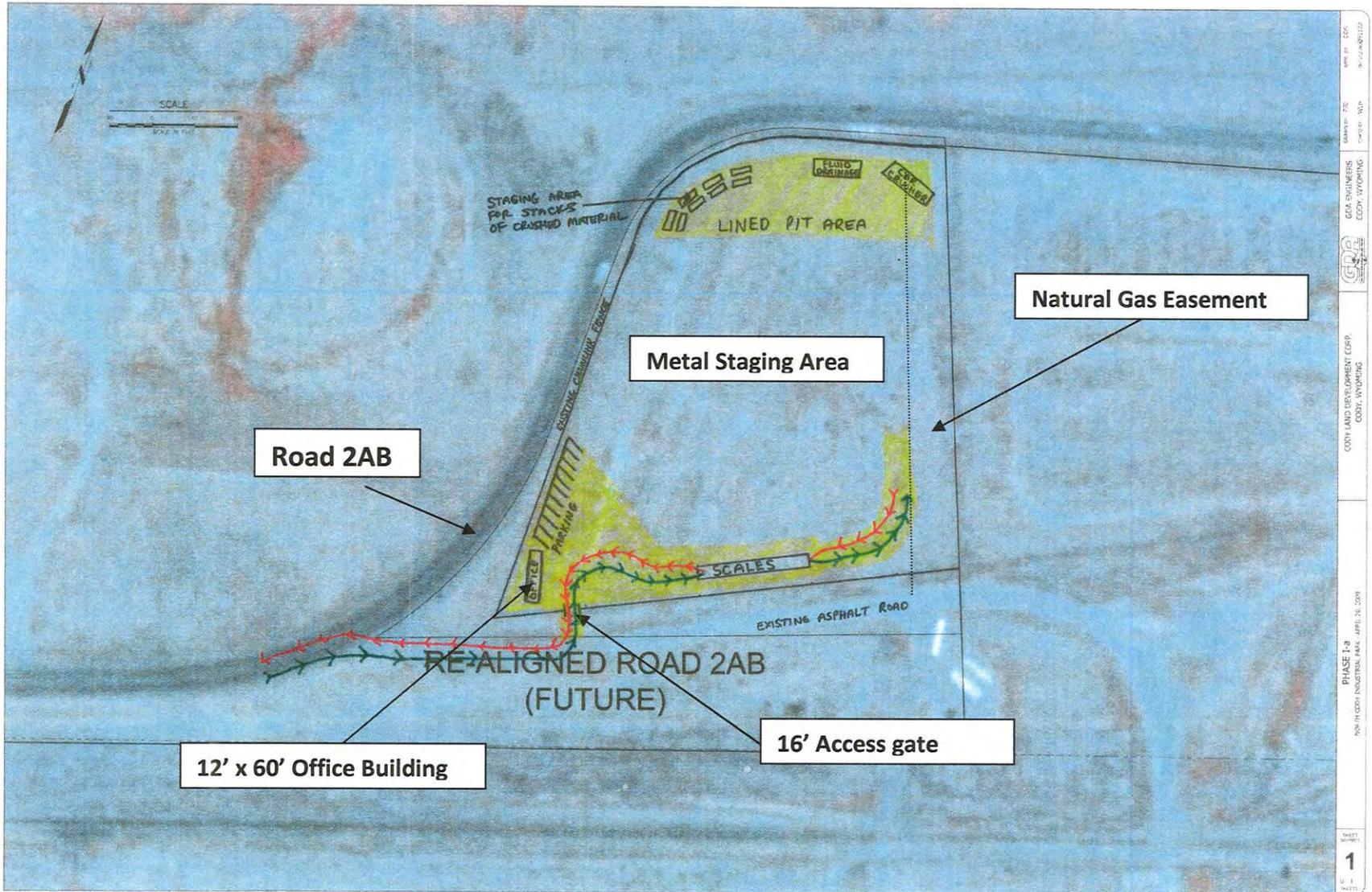
3. Landscaping Plan

Because of the short timeframe in which this site will be in operation, WSS requests that the landscaping requirement be waived on this project site.

4. Sign Plan Application

See attached Sign Plan Application.

Master Site Plan
Wyoming Steel Services, LLC
150 Road 2AB





APPR. BY: DDS
091102 W0951102

DRAWN BY: PJD
CHKD BY: WLH

GDA ENGINEERS
CODY, WYOMING

CODY LAND DEVELOPMENT CORP.
CODY, WYOMING

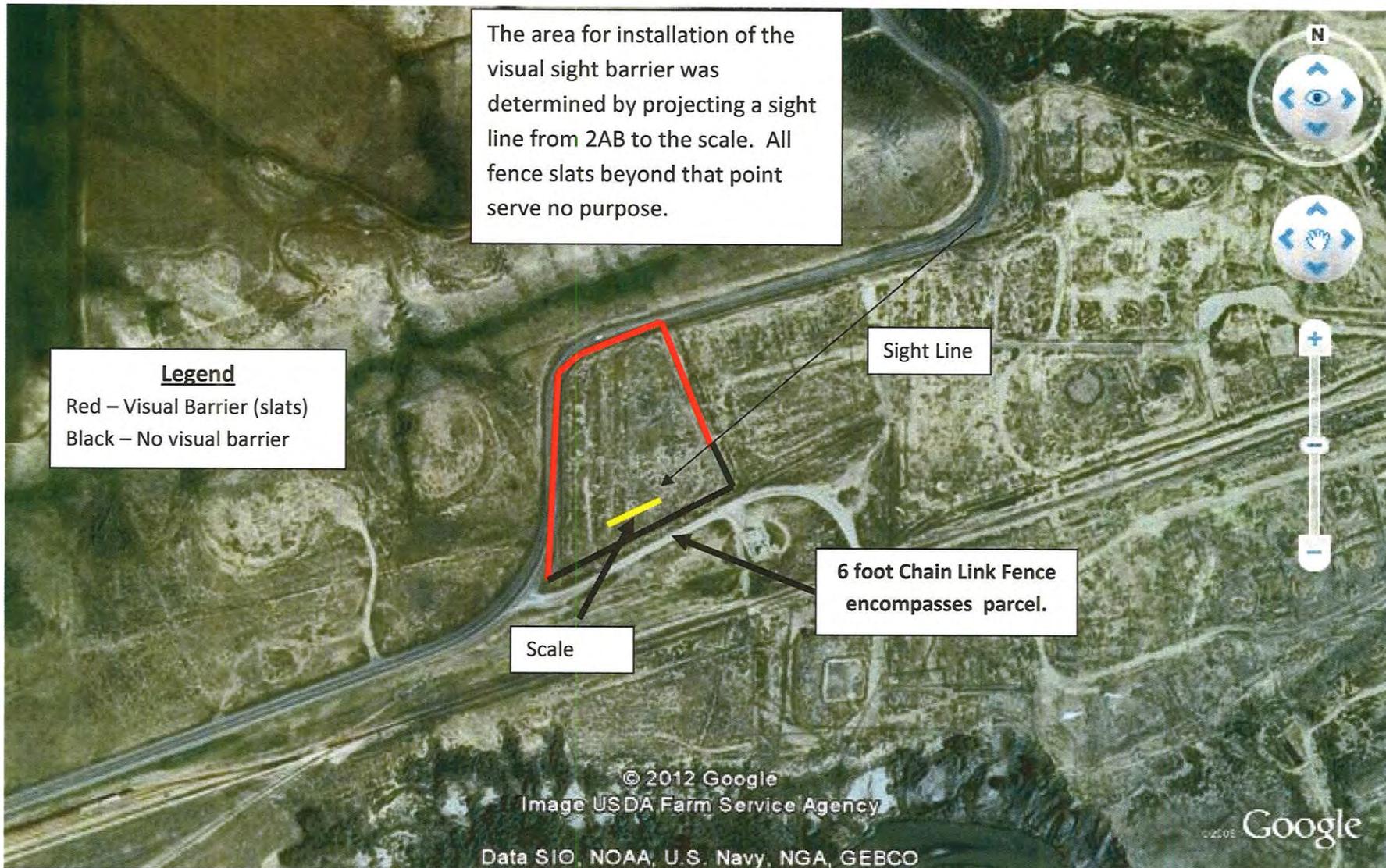
PHASE I-a
NORTH CODY INDUSTRIAL PARK - APRIL 20, 2009

SHEET NUMBER
1
OF 1 SHEETS

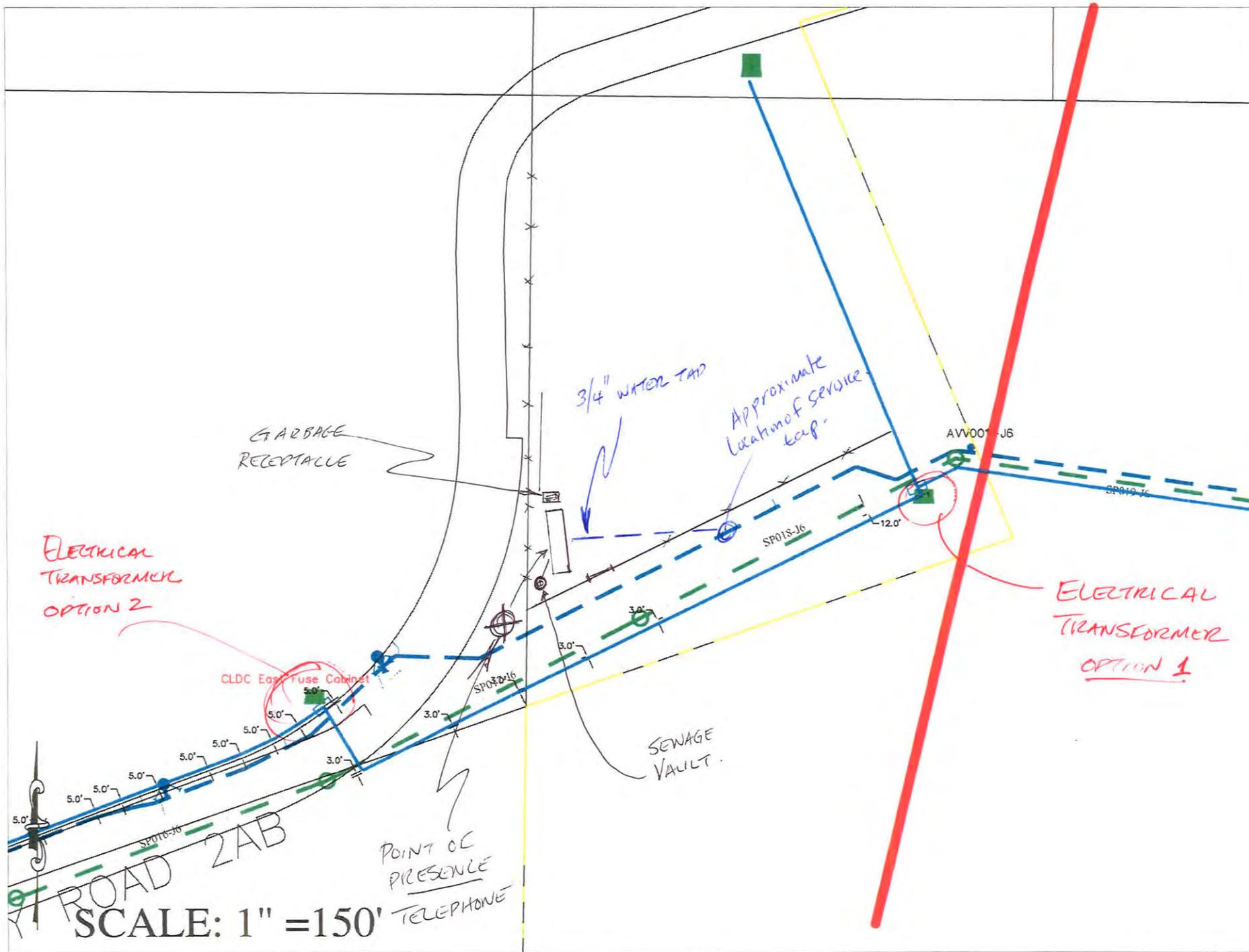
W:\Users\pjd\121210_CLDL\New\Subarea\Change\Phase1\Map_1110210_102004.dwg, 11/10/2010 10:20:04 AM



08.21.2008



Fencing Plan
Wyoming Steel Services
150 Road 2AB



PROPOSED UTILITY CONNECTIONS



PLANNING, ZONING AND ADJUSTMENT BOARD
SIGN PLAN REVIEW APPLICATION

STAFF USE
File:
P&Z Invoice:
Approved:
Date:

Applicant's Name: Brian McDaniel Business Name: Wyoming Steel Services, LLC
Applicant's Address: P.O. Box 3237 City: Cody State: WY Zip: 82414
Phone: (918) 841-1010 Cell: - Fax: - Email: truckbeds4u@yahoo.com

Property Owner's Name: Cody Land Development Corporation c/o Rick Patton

Property Owner's Address: 1508 Stampede Avenue City: Cody State: WY Zip: 82414

Project Address: 150 County Road 2AB Legal Description: Lot 28 of Phase 1, NCIP Master Plan Zone: E- industrial

Total current area of Signage in Square Feet: -0- Proposed Area of Signage in Square Feet: 400

Overall Area of Signage in Square Feet: Licensed Contractor or Sign Installer: -self-

- Type of Sign: Attached Wall, Freestanding, Marquee, Projecting, Awning, Suspended, Banner, Inflatable, Flag, Monument, Bulletin, Real Estate, Joint Directory, Billboard, Other -Please describe

Description of Proposal: Sign for Wyoming Steel Services to be located on property fence, southwest corner of lot.

Signature of Property Owner: [Signature] CLDC President 3-21-2012

MATERIAL REQUIRED FOR SUBMITTAL & REVIEW

- Two (2) drawings containing plans and specifications which indicate the method of construction and anchoring to the building or ground; the total area of the proposed sign in square feet; the height of the proposed advertising structure from ground level.
***In many cases two (2) color renderings of all existing & proposed signs with dimensions and a detailed written description of proposed construction materials and installation procedures will suffice.
A site plan which identifies:
- The location of all exterior signs existing or proposed for the premise.
- Building elevations with signs depicted.
- Sign Elevations must indicate overall and letter/figure dimensions
- Colors, materials and illumination for each sign
Letter of authorization from the property owner if applicable.
Billboard applications must also include:
- Legal lease between the property owner and the billboard company which addresses the removal of the billboard (both the sign itself and the support structure for the billboard) at the termination of the lease.
- Bond suitable in value to cover the removal of all portions of the sign and the support structure at the end of the lease.
Inflatable applications must also include:
- Design and construction details to demonstrate compliance with City wind load requirements
- How the electricity will be supplied to the inflatable
- Demonstrate that the anchoring mechanisms will not present a danger to the public
- Site plan showing existing structures, power poles, trees, street and pedestrian paths and all other features which may be impacted.
- Altitude Total Aggregated Square Footage

Each application for a sign review shall be accompanied by a review fee as set forth by Title 10, Chapter 15 of the city code.

- Sign Plan submitted with Landscape, Architectural & Sign Plan Application No Additional Fee
Sign Plans (flush, wall mount w/out electricity): \$25.00
Sign Plans (electrical, requiring base structure or projecting): \$50.00

Following approval of the sign or advertising advice by the Planning & Zoning Department a Building Permit must be obtained from the Building Department prior to installation.

- Building Permit Application -Fee based on the valuation of the sign. Refer to the 1997 Uniform Building Code Fee Chart

Refer to Title 10 Chapter 15 of the Municipal Code for more information on sign regulations.

Wyoming Steel Services LLC



Metal Recycling Center



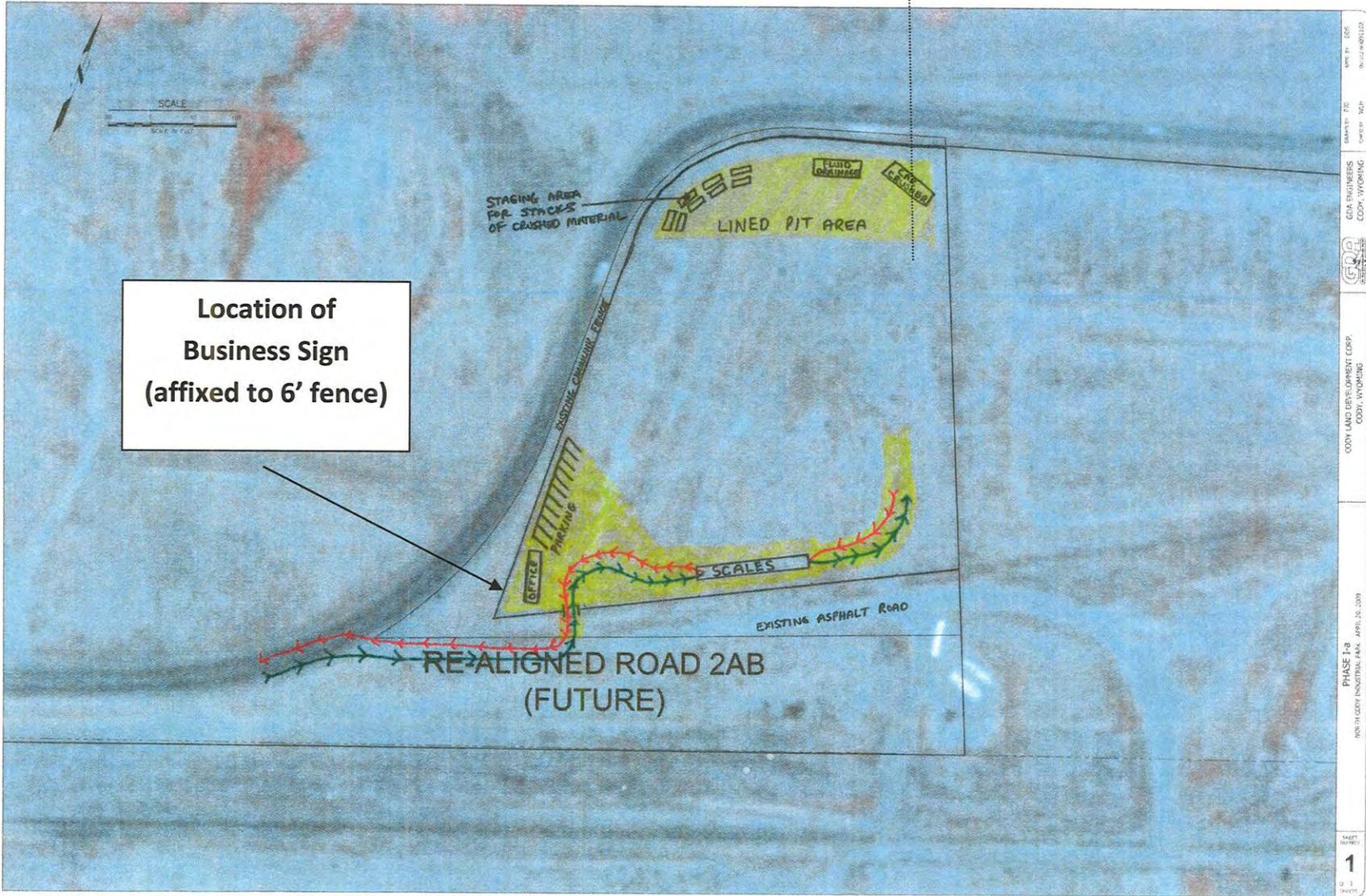
Receive CASH immediately for all your recyclable metals...

(307) 000-0000

- Sign to be constructed of aluminum, Painted on enamel.
Lettering will be vinyl-adhesive applied.
- Sign to be affixed to fence. Top height - 6'
Bottom height - 2'

Sign Plan

Wyoming Steel Services



**Location of
Business Sign
(affixed to 6' fence)**

SCALE
1" = 100'
SCALE IN FEET

STAGING AREA FOR STACKS OF CRUSHED MATERIAL

LINED PIT AREA

EXISTING ASPHALT ROAD

RE-ALIGNED ROAD 2AB (FUTURE)

OFFICE

PARKING

SCALES

PLASTIC LINING

CRUSHED MATERIAL

EXISTING GRANULAR FENCE

EXISTING CONCRETE FENCE

PHASE 1-a
1000 W. CODY INDUSTRIAL PARK, APRIL 10, 2009

CODY LAND DEVELOPMENT CORP.
CODY, WYOMING

GDA ENGINEERS
CODY, WYOMING

DATE: 3/24/09
DRAWN BY: EDC
REVISION: 001

1
1 SHEET